

## Winter Season Office Closures

<b>Reviewed Date</b>		<b>Number</b>	<i>HR0711</i>
<b>Revised Date</b>		<b>Approved Date</b>	<i>September 16, 2009</i>

### Introduction

N/A

### Purpose

The Board of Health recognizes that work/life balances can be challenging especially during the Christmas holidays. The purpose of this policy is to provide a consistent practice for all employees governing office closures on December 24<sup>th</sup>

### Legislative Authority

N/A

### Policy Definitions and Interpretation

N/A

### Policy

If December 24<sup>th</sup> falls on a work day all offices of the health unit shall be closed at 12:00 noon on that day. This policy does not apply if the aforementioned date falls on a weekend.

### Procedures

1. If the December 24<sup>th</sup> closure applies, employees who are scheduled to work on that day will be granted up to 3.5 hours leave with pay. The total hours for the day must equal and cannot exceed seven (7) hours
2. If December 24<sup>th</sup> falls on a weekend the health unit will remain open on the last working day in advance of this date and no paid leave will be authorized.
3. Employees may take additional time off on this day with the approval of their manager/supervisor as long as their hours conform to procedure number 1.
4. Employees who are not scheduled to work on the specified days will not be eligible for comparable time off.

### Related Policies

N/A

### Related Forms

N/A

**Final Approval Signature:** \_\_\_\_\_

Review/Revision History:

September 2010 Policy re-numbered, previous number B5.025